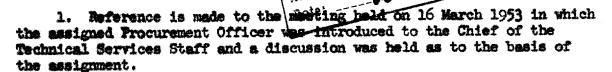
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CONFIDENTIAL

Chief, Technical Support Staff

Chief of Procurement and Supply Besument No.

Proposed Assignment of a Procurement Officer to Techniservices Staff Class. (5.75 Services Staff



- 2. The purpose of this memorandum is to formulate a basic working plan for the assigned Procurement Officer and the following is considered as being appropriate to the functions of the two offices here involved:
  - The Procurement Officer would take part in all initial discussions between contractors and TSS technical representatives where PAD procurement matters are to be discussed. He would advise the contractor and TSS on the type of procurement that would be most effective i.e., task type, straight R&D contract, special security procurement procedures, etc. In brief, all technical matters would be discussed by technical personnel, all procurement matters by the assigned member of this office.
  - b. All preliminary procurement information would be compiled by the Procurement Officer, and by direct limison with this office such information would be made available to the Contract Branch for writing and execution. The completeness of the information obtained should reduce to a minimum the delay in completing negotiation, preparation and execution of the appropriate contract.
  - c. Where operational needs are so pressing as to demand immediate procurement action or a special type research and development contract must be written, the assigned Procurement Officer will write the necessary contractual document subject to the assigned legal counsel's review. Such action will be coordinated with the Chief, Purchase Division or higher authority prior to a commitment being made, in order to maintain adequate procurement control.
  - d. A system of follow-up on all research and development matters in process in the Contract Branch will be an important function of the assigned Procurement Officer. Where additional information is required to expedite execution of the contract or estual writing of contracts or related documents is necessary to expedite the document such assistance will be given to the Contract Brench personnel by the assigned Procurement Officer. This will serve to eliminate delays where a regular procurement officer has a large volume of work or has a back logotified cannot readily decrease. decrease.

## Approved For Releas ( 10 / 10 : CIA-RDP78-03985A000700020053-1 Security Information

- 3. No contractual authority will be delegated to the assigned Procurement Officer at this time.
- 4. In order for the assigned Procurement Officer to complete his existing work now in progress, the assignment will be effective 1 April 1953.
- 5. It is believed that the foregoing will result in a workable plan which should prove mutually beneficial and satisfactory to the respective offices.

JAMES A. CARRISON

Concur:

Griginal cigned by

MAR 3 0 1953

Chief, Technical Support Staff

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